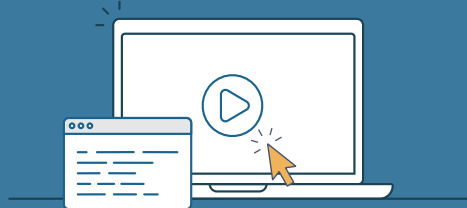


Partnership for Success Grants (PFS) Division of State Programs – Management Reporting Tool (DSP-MRT) Quick Reference Guide



Key Dates and Activities



Work Plan

- Disparity Impact Statement* due, once, in the first year of the grant
- Optional Work Plans – grantees should contact their Project Officer:
 - Evaluation Plan
 - Implementation Plan
 - Strategic Plan
 - Substitute Data Source Request

Progress Report Due Dates Cohorts Funded 2018 and 2019

October 31 Annual Progress Report due (including Annual Outcomes)*

Cohorts Funded 2020

December 31 Quarterly Progress Report

March 31 Quarterly Progress Report

June 30 Quarterly Progress Report

September 30 Quarterly Progress Report

Cohorts Funded 2022 and 2023

January 31 Quarterly Progress Report

April 30 Quarterly Progress Report

July 31 Quarterly Progress Report

October 31 Quarterly Progress Report

Quarter 1 Administration, Assessment, Capacity, and Planning

Quarter 2 All sections except Annual Outcomes** , ***

Quarter 3 Administration, Assessment, Capacity, and Planning

Quarter 4 All sections including Annual Outcomes***

Key Resources Available now

Documents

[DSP-MRT Reporting Tool](#)

[DSP-MRT Supplement \(PFS\)](#)

[DSP-MRT PFS Question-by-Question \(QxQ\) Guide](#)

[Partnerships for Success \(PFS\) Evidence-Based Practices, Policies, and Programs \(EBPPPs\)](#)

[CSAP FAQ](#)

[SPARS Add or Remove User Request Form](#)

Trainings and Videos

[CSAP DSP-MRT PFS Training](#)

[CSAP Division of State Programs-Management Reporting Tool \(DSP-MRT\) Training](#)

[Introduction to SPARS – CSAP](#)

[Five Tips for Managing Your SPARS Account](#)

Contact Information

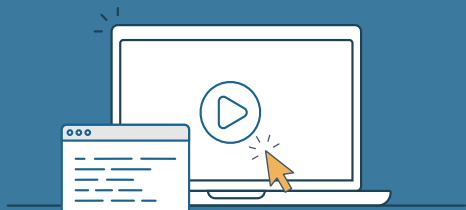
SPARS Help Desk: 1-800-685-7623

Help Desk Hours: Monday–Friday (except holidays)
9:00 AM to 8:00 PM ET

[SPARS Help Desk Email](#)

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Reporting Notes



For All Cohorts

Note that the Disparities Impact Statement (DIS) and Progress Reports should also be submitted through eRA commons: <https://era.nih.gov/>.

Grantees should contact their Project Officer for specific due dates. Deadlines may vary slightly by cohort.

Cohort specific notes

- * Please remember to update Populations of Focus data on the Disparities tab with each submission of the Annual Progress Report.
- ** The Annual Outcomes section is normally only required to be updated in Quarter 4. However, to complete the Mid-Year Year 1 reporting requirements, grantees are required to complete this section in the second quarter of Year 1 of their award only.
- *** Please remember to update Populations of Focus data on the Disparities tab with the Quarter 2 and Quarter 4 submissions.

Key Resources Available NOW

Documents

- [DSP-MRT Reporting Tool](#)
- [DSP-MRT Supplement \(PFS\)](#)
- [DSP-MRT PFS Question-by-Question \(QxQ\) Guide](#)
- [Partnerships for Success \(PFS\) Evidence-Based Practices, Policies, and Programs \(EBPPPs\) !\[\]\(609f3372828e3526d7ce4ba9a1b5248e_img.jpg\)](#)
- [CSAP FAQ](#)
- [SPARS Add or Remove User Request Form](#)

Trainings and Videos

- [CSAP DSP-MRT PFS Training !\[\]\(098e47036f78288d477e334896a43770_img.jpg\)](#)
- [CSAP Division of State Programs-Management Reporting Tool \(DSP-MRT\) Training !\[\]\(4eae4ca9e3bdd839cea72df3843a6754_img.jpg\)](#)
- [Introduction to SPARS – CSAP !\[\]\(85c10fe0ae97c3e2f0e940987ab0a900_img.jpg\)](#)
- [Five Tips for Managing Your SPARS Account !\[\]\(886bb00f68a0102765319f7e3e73d979_img.jpg\)](#)

Top Tips and Reminders

- **Progress Reports for the next reporting period will appear in SPARS upon GPO approval of the previous Progress Report.**
- Progress Reports can be edited until submitted to the GPO for approval. If the GPO rejects the Progress Report, the report will re-open for edits.

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